



*A handbook for*

# Candidates & Political Committees

Your guide to:

- Voter Registration
- Early Voting
- Candidate Information
- Candidate Qualifications
- Initiative & Referendum Measures



## 2004

*Welcome from the Arizona Capitol in Phoenix.  
The Secretary of State's Office publishes this booklet as a  
guide for those interested in candidate filing requirements.  
Your comments about any of our publications are  
appreciated.*

**JAN BREWER**  
Secretary of State



**Secretary of State's Office  
1700 W. Washington Street, 7th Fl.  
Phoenix, Arizona 85007**

**TO:** Arizona Legislative Candidates

**DATE:** March 1, 2004

**SUBJECT:** Emergency Court Order Regarding 2004 Election

On January 28, 2004, at the request of the Secretary of State, Judge Kenneth Fields of the Maricopa County Superior Court entered an order granting emergency relief that applies to legislative candidates and election administrators during the 2004 primary and general elections. This order was requested as a result of the uncertainty created by the court's January 16, 2004 order striking down the 2004 legislative maps as adopted by the Independent Redistricting Commission. That case is now on appeal to the Arizona Court of Appeals.

The emergency order sets forth the procedure that legislative candidates must follow in filing their statements of organization, nomination papers, nomination petitions and clean elections qualifying contribution slips. In addition, the order establishes how the Secretary of State, the Citizens Clean Elections Commission, and the County Recorders are to file and process this paperwork. More specifically, the order says:

1. the Secretary of State may accept a candidate's statement of organization, nomination paper, nomination petitions, and clean election qualifying contribution slips that set forth the number of the legislative district in which the candidate resides at the time of filing as designated in:
  - a. the Independent Redistricting Commission's Final 2002 Adopted Legislative Plan;
  - b. any subsequent maps precleared by the Department of Justice; and/or
  - c. any subsequent map implemented by a federal court for use in the 2004 elections.
2. the Secretary of State shall count as valid nomination signatures of otherwise qualified electors who reside in a legislative district in which the candidate resides in at the time of filing as designated in
  - a. the Independent Redistricting Commission's Final 2002 Adopted Legislative Plan;
  - b. any subsequent maps precleared by the Department of Justice; and/or
  - c. any subsequent map implemented by a federal court for use in the 2004 elections.
3. the Secretary of State is authorized to calculate nomination petition signature requirements in one of two ways. The calculation that results in fewer signatures is the one that is to be used. These calculations are based on:
  - a. the March 1, 2004 voter registration figures for the legislative districts designated in the Independent Redistricting Commission's Final 2002 Adopted Legislative Plan; or
  - b. the voter registration data available to the Secretary of State at the time any subsequent map is precleared by the Department of Justice or implemented by a federal court for use in the 2004 elections, prior to the candidate filing deadline of June 9, 2004.

The emergency order was precleared by the Department of Justice on February 27, 2004. If you have any questions or would like a copy of the emergency order, please contact Joseph Kanefield, State Election Director, at (602) 542-6167 or e-mail: [jkanefield@sos.state.az.us](mailto:jkanefield@sos.state.az.us).

## CANDIDATE FILING CHECK-LIST

☐ A Political Committee **Statement of Organization** or **\$500 Threshold Exemption Statement** must be filed **BEFORE** accepting contributions, making expenditures, distributing campaign literature or circulating petitions.

The candidate filing period for all other documents begins **May 10, 2004 at 8:00 a.m.** and ends **June 9, 2004 at 5:00 p.m.** Candidates (or their representatives) must present ALL of the necessary paperwork at one time. Candidates will be taken on a first-come, first-served basis. The Secretary of State's staff processes all nominating papers presented before 5:00 p.m. the same day they are brought in. Please be prepared to wait into the evening, if necessary. Avoid the wait by filing early in the candidate filing period.

1. **Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement**

(All three of these are on the same one-page form)

- ☐ Make sure to answer every question and fill in every blank.
- ☐ Write the candidate's name exactly how he or she wants it to be printed on the ballot.  
The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
- ☐ The candidate must sign the form and have the signature notarized\*

2. **Financial Disclosure Statement**

- ☐ Covers 12-month period preceding the filing (This is a different time period from the public officer filing in January)
- ☐ The candidate must sign the form and have the signature notarized\*
- ☐ Candidates for federal offices are exempt from compliance with Arizona's personal financial disclosure requirements. A.R.S. § 38-541(8)

3. **Nomination Petitions**

- ☐ The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. If there are too few, the Secretary of State cannot accept the nomination papers.
- ☐ Check to see that the circulator portion on the back of each petition is complete:
  - ☐ Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
  - ☐ Did the circulator sign the back of each petition?
- ☐ Check to see that the signature portion of each petition is complete:
  - ☐ Is there a date for each signature?
  - ☐ Is there an actual residence address including city or town, or a description of the residence location, for each signature?
- ☐ Please sort the petitions by county. Statewide candidates must file the minimum number of signatures required statewide, AND the minimum number of signatures required in at least 3 counties.

4. **Statement of Organization OR \$500 Threshold Exemption Statement.**

If it has not already been filed, a Statement of Organization registering the *candidate's campaign committee* OR a \$500 Threshold Exemption Statement must be filed at the time of filing nomination papers or the other documents cannot be accepted. If the candidate has an exploratory committee open at the time of filing, then the candidate, chairman and treasurer must file an amended Statement of Organization to change the committee to a candidate's campaign committee.

**Optional Paperwork - Statement on Recall:** This is an optional form that federal candidates may file.

\* The Secretary of State's staff will notarize forms, free of charge, if the signer presents picture identification. Blank forms are available at the Secretary of State's Office.



Main Telephone	(602) 542-4285
Janice K. Brewer Secretary of State	(602) 542-0681
Kevin Tyne Assistant Secretary of State	(602) 542-0681
Joseph Kanefield State Election Director	(602) 542-8683
Election Services	
Telephone	(602) 542-8683
Toll Free (in Arizona)	1(877) 843-8683
Facsimile number	(602) 542-6172
E-mail address	elections@sos.state.az.us

**JANICE K. BREWER**

**Secretary of State**

**1700 W. Washington Street, 7th Floor**

**Phoenix, Arizona 85007**

**Web site: [www.sos.state.az.us](http://www.sos.state.az.us)**

The Office of the Secretary of State is an equal opportunity employer.

Requests for reasonable alternate formats and/or accommodations can be made five days in advance by contacting the Secretary of State coordinator at (602) 542-8683.



## CONTENTS

<b>2004 STATE ELECTION INFORMATION</b>	6
<b>CAMPAIGN FINANCE REPORTING DATES</b>	8
<b>IMPORTANT NEW REQUIREMENTS</b>	9
<b>VOTER REGISTRATION</b>	
A. Qualifications	9
B. Voter Registration	9
1. How to Register to Vote.	9
2. Uniformed Services and Overseas Voters	10
C. Voter Registration Deadlines	10
D. Voter Information Changes	10
E. Change of Address Within the County — Provisional Ballots	10
<b>EARLY VOTING</b>	
A. On-Site Early Voting	11
B. Early Voting by Mail	11
C. Emergency Voting	11
D. Requesting a Primary Election Early Ballot — Open Primary	11
E. Uniformed Services and Overseas Voters	11
<b>CANDIDATE INFORMATION</b>	
A. 2004 Elections — Federal and State Offices	12
B. Open Primary System	12
C. Requirements for Candidate Campaign Advertisements, Literature and Signs	12
1. When Disclosure is Required	12
2. When Disclosure is Not Required	13
3. Criminal Penalties	13
D. Presidential Electors	13
1. Nomination Paper	13
2. Affidavit of Qualification	13
E. Forms Candidates Must File	13
1. Candidate Nomination Petitions	13
2. Nomination Paper	14
3. Affidavit of Qualification	14
4. Campaign Finance Laws Statement	14
5. Financial Disclosure Statement	15
6. Optional Statement on Recall (Federal Candidates Only)	15
F. Signature Requirements for Candidates	15
1. Recognized Parties' Candidates	15
2. New Parties' Candidates	15
3. Independent or Third Party Candidates	15
G. Deadline to File Nomination Papers	15
H. Justices of the Supreme Court and Judges of the Court of Appeals Deadline to File for Retention	16
I. Where to File Nomination Papers	16
J. Write-in Candidates	16
1. Filing Requirements	16
2. Number of Votes Required for Election	16
3. Ineligibility	16
<b>CANDIDATE QUALIFICATIONS</b>	
A. Federal Candidates	17
B. Statewide and Legislative Candidates	17
<b>INITIATIVE AND REFERENDUM MEASURES</b> Arizona Constitution, Article IV, Part 1; Arizona Revised Statutes, Title 19	
A. Initiative	18
B. Referendum	18
C. Ballot Measure Arguments	19
<b>COUNTY RECORDERS/COUNTY ELECTION OFFICIALS</b>	21-22
<b>CANDIDATE FILING CHECK-LIST</b>	23
1. Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement	23
2. Financial Disclosure Statement	23
3. Nomination Petitions	23
4. Statement of Organization OR \$500 Threshold Exemption Statement	23
Optional Paperwork - Statement on Recall: This is an optional form that federal candidates may file.	23
<b>2004 CAMPAIGN FINANCE REPORTING DATES CHECK-OFF LIST</b>	
Federal Candidates	24

Arizona Secretary of State  
Election Services Division  
1700 W. Washington Street, 7th Floor  
Phoenix, Arizona 85007

**2004 Election Information**

*Important Dates*

Janice K. Brewer  
Secretary of State  
602/542-0681  
602/542-1575 (fax)

Joseph Kanefield  
State Election Director  
602/542-8683  
602/542-6172 (fax)

Toll Free Number  
1-877-THE-VOTE  
1-877-843-8683

www.sos.state.az.us

**EVENT**

**DATE**

**Presidential Preference Election  
Voter Registration closes**

February 3, 2004  
January 5, 2004  
at midnight

**Primary Election  
Voter Registration closes**

September 7, 2004  
August 9, 2004  
at midnight

**General Election  
Voter Registration closes**

November 2, 2004  
October 4, 2004  
at midnight

**Presidential Preference  
Election Candidate Filing**

First day to file: November 25, 2003

Last day to file: December 24, 2003  
at 5 p.m.

**Early Voting Begins**

Presidential Preference Election: January 19, 2004

Primary Election: August 5, 2004

General Election: September 30, 2004

**Primary Election Candidate Filing\*  
"Partisan"**

First day to file: May 10, 2004

Last day to file: June 9, 2004 at 5 p.m.

**Primary Election Candidate  
"Nomination Other Than By  
Primary"  
"Independent"**

First day to file: May 10, 2004

Last day to file: June 9, 2004 at 5 p.m.

**New Party Petitions —  
Presidential Preference  
Elections Qualifications**

Number of signatures required: 16,348

Last day to file with County  
Recorder for signature verification: October 11, 2003  
at 5 p.m.

First day to file verified petition  
signatures with Secretary of State: October 21, 2003



<b>Last day to file verified petition signatures with Secretary of State:</b>	November 20, 2003 at 5 p.m.
<b>New Party Petitions — General Election Qualifications</b>	
Number of required signatures:	16,348
<b>Last day to submit to County Recorder for signature verification:</b>	March 11, 2004 at 5 p.m.
<b>Last day to file verified petition signatures with Secretary of State:</b>	April 20, 2004 at 5 p.m.
<b>Write-In Candidates</b>	
Primary Election:	Must file not later than July 29, 2004 at 5 p.m.
General Election:	Must file not later than September 23, 2004 at 5 p.m.
<b>Justices and Judges</b>	
First day to file for retention:	August 4, 2004
Last day to file for retention:	September 3, 2004 at 5 p.m.
<b>Constitutional &amp; Initiative Petitions</b>	
Last day to file petitions:	July 1, 2004 at 5 p.m.
<b>Signatures required for:</b>	
Initiative measures	122,612
Constitutional Amendments	183,917
<b>Referendum Petitions</b>	
Signatures required:	61,306
<b>Arguments For or Against Ballot Measures</b>	
Last day to file:	July 9, 2004 at 5 p.m.
<b>Official Canvass of Presidential Preference Election</b>	February 16, 2004
<b>Official Canvass of Primary Election</b>	September 20, 2004
<b>Official Canvass of General Election</b>	November 22, 2004

*\* Nomination Petition signature requirements will be available after March 1, 2004.*

## Campaign Finance Reporting Dates<sup>1. 2.</sup>

### 2003 - 2004

Pursuant to A.R.S. §§ 16-913(B), (C) and 16-916(D)

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 report	Nov. 26, 2002 through Dec. 31, 2003	Jan. 1 and Feb. 2, 2004
June 30 report	Jan. 1, 2004 through May 31, 2004	June 1 and June 30, 2004
Pre-Primary report	June 1, 2004 through Aug. 18, 2004	Aug. 19 and Aug. 26, 2004
Post-Primary report	Aug. 19, 2004 through Sept. 27, 2004	Sept. 28 and Oct. 7, 2004
Pre-General report	Sept. 28, 2004 through Oct. 13, 2004	Oct. 14 and Oct. 21, 2004
Post-General report	Oct. 14, 2004 through Nov. 22, 2004	Nov. 23 and Dec. 2, 2004

<sup>1.</sup> *This table does not include additional filing deadlines provided for by the Citizens Clean Elections Act. Please see Title 16, Chapter 6, Article 2, available from the Secretary of State's Office and materials provided by the Citizens Clean Elections Commission.*  
[www.ccec.state.az.us](http://www.ccec.state.az.us) or call 602-364-3477.

<sup>2.</sup> *This table does not include additional filing deadlines in effect for standing political committees as required by A.R.S. § 16-913(K). Please visit [www.sos.state.az.us](http://www.sos.state.az.us) or call 602-542-8683 for specialized table.*

Issued by  
Janice K. Brewer  
Arizona Secretary of State

Office Revision 02/13/2003





## IMPORTANT REQUIREMENTS

Any political committee that intends to accept contributions or make expenditures of **more than \$500** shall file a **Statement of Organization** with the filing officer **BEFORE**:

1. accepting contributions
2. making expenditures
3. distributing any campaign literature
4. circulating petitions

## OR

Any political committee that intends to accept contributions or make expenditures of **\$500 or less** shall file a **\$500 Threshold Exemption Statement** with the filing officer **BEFORE**:

1. accepting contributions
2. making expenditures
3. distributing any campaign literature
4. circulating petitions

A political committee that has filed a \$500 Threshold Exemption Statement and receives contributions or makes expenditures of more than \$500 shall file a Statement of Organization with the filing officer within 5 business days after exceeding the \$500 limit.

A.R.S. § 16-902.01.

## VOTER REGISTRATION

### A. Qualifications

Every resident of the state is qualified to register to vote if the resident:

1. Is a citizen of the United States.
2. Will be 18 years of age on or before election day.
3. Will have been a resident of the state 29 days preceding the election except as provided in A.R.S. § 16-126.
4. Is able to write the person's name or mark, unless prevented from so doing by physical disability.
5. Has not been convicted of treason or a felony, unless restored to civil rights.
6. Has not been adjudicated an incapacitated person as defined in A.R.S. § 14-5101.

### B. Voter Registration

#### 1. How to Register to Vote

Arizona residents may register to vote in person at their County Recorder's office, by mail, or at Motor Vehicle Department EZVoter Web site at [www.servicearizona.com](http://www.servicearizona.com), (if registrant has digitized signature on file). Forms are available at government offices and public locations throughout the state or may be requested from County Recorders' offices or the Secretary of State's Office. Voters may obtain a voter registration form from the Secretary of State's Office by calling the Voter Registration Hotline 1-877-THE VOTE (1-877-843-8683) or from the Web site [www.sos.state.az.us](http://www.sos.state.az.us).

If a person is unable to complete a registration form, another person may assist in completing the form. The person assisting must also sign the registration form on the line provided at the bottom of the form.

A voter registration returned to a County Recorder or the Secretary of State by mail will entitle a voter to vote in an election if:

- (a) The registration form is postmarked 29 days or more before an election *and* is received by the County Recorder by 7:00 p.m. on the day of that election; *or*
- (b) The registration form is dated 29 days or more before an election and is received by the County Recorder within 5 days after the last day to register to vote in that election; *and*
- (c) Beginning December 1, 2003, the registration form must also contain the person's Arizona Driver License number, or the non-operating identification license number, and the last four digits of the applicant's social security number. If the person has none of the above, a unique identifying number will be assigned by the Secretary of State.

Any qualified person temporarily absent from the state may register by filling out a mail-in registration form and sending it to the County Recorder of the voter's county of residence.

## 2. Uniformed Services and Overseas Voters

Arizona residents in the military, their spouses and eligible dependents *stationed outside the state* may register up until election day. Their registrations must be returned to the County Recorder's office of their county of residence by 7:00 p.m. on election day. The Secretary of State's Office has established procedures for the next Primary and General Election to allow Federal Postcard Registration Forms, early ballot requests, and early ballots to be faxed to uniformed services and overseas voters. Voted early ballots may be faxed from uniformed services and overseas voters. More information can be obtained at [www.fvap.gov/index.html](http://www.fvap.gov/index.html).

County Recorders are listed on page 21 of this booklet.

## C. Voter Registration Deadlines

The deadline for Voter Registration is 29 days prior to the election:

Presidential Preference Election:	January 5, 2004 at midnight
Primary Election:	August 9, 2004 at midnight
General Election:	October 4, 2004 at midnight

## D. Voter Information Changes

The following voters must fill out a new voter registration form and file it with their County Recorder before the registration deadline:

- **Address Change:** a voter who moves within Arizona from one county to another county
- **Change of Political Party:** a voter desiring to change political party

## E. Change of Address Within the County — Provisional Ballots\*

Voters who move from the address at which they are registered to another address *within the same county* and who do not notify the County Recorder of the change of address before the election shall be permitted to vote at the polling place for the voter's new address via a Provisional Ballot. The voters will fill out a form to update their voter registration records at the new polling place.

The voters must present a form of identification that includes the voter's given name and surname and the voter's complete residence address, which must be located within the precinct where the voter is attempting to vote. Voters who live in a rural county, whose only form of identification shows a post office box or directions to their residence, an oral inquiry shall be made regarding their residence location to determine whether the voters are eligible to vote in the precinct. An election official shall confirm that the address of the voter is located within the precinct. Each voter shall affirm in writing the new residence address and shall be permitted to vote a Provisional Ballot.

\* *Provisional Ballots - previously known as Ballots to be Verified*



## EARLY VOTING

### A. On-Site Early Voting

Any voter may vote early in Arizona elections. Beginning 33 days before election day and up until 5:00 p.m. on the Friday before the election, a voter may vote early in person at the County Recorder's office or at on-site voting locations designated by the County Recorder. A.R.S. § 16-542(D).

### B. Early Voting by Mail

A voter may also vote early by mail. An elector may make a request by telephone, mail, or e-mail to the County Recorder for an official early ballot beginning 93 days before an election. Early ballots are mailed to voters requesting an early mail-in ballot beginning 33 days before election day. The deadline for requesting an early ballot to be mailed is 5:00 p.m. on the second Friday before the election. If the request is oral (in person or by telephone), the requesting elector shall provide the date of birth and state or country of birth or other information that if compared to the voter registration information on file will confirm the identity of the elector. Requests in writing should include name and address as registered, birth date, election for which ballot is requested, address where ballot is to be mailed and signature of the requestor.

The voter's signature on the early ballot affidavit is compared to their signature on their voter registration form.

Early ballots will be counted if returned to the County Recorder or other officer in charge of elections by 7:00 p.m. on election day. County Recorders' offices will remain open until 7:00 p.m. on election day to accept early ballots. Early ballots may also be dropped off at *any* polling place in the voter's county of residence no later than 7:00 p.m. on election day.

### C. Emergency Voting

Emergency early voting is permitted if an unforeseen circumstance occurs which would prevent an elector from voting at the polling place. Voters who encounter an emergency occurring after 5:00 p.m. on the second Friday before the election should contact their County Recorder for the procedure for emergency early voting.

### D. Requesting a Primary Election Early Ballot — Open Primary

Voters who are registered with a non-recognized political party (Independents, Non-partisan, no party preference, etc.) who wish to vote early in a primary election, must identify the recognized political party whose ballot they wish to vote when requesting an early ballot. A.R.S. § 16-542. Voters who are registered with a recognized political party will receive their political party's early ballot for their political party.

### E. Uniformed Services and Overseas Voters

Any absent uniformed services voter or overseas voter as defined in the Uniformed and Overseas Citizens Absentee Voting Act of 1986 (P.L. 99-410; 42 United States Code Section 1973ff) may request an early ballot with a federal postcard application that contains both an early voter registration application and an early ballot application.

A request for an official early ballot from an absent uniformed services voter or overseas voter, as defined in the Uniformed and Overseas Citizens Absentee Voting Act of 1986 (P.L. 99-410; 42 United States Code Section 1973ff), is valid if it is received by the County Recorder or other officer in charge of elections anytime during the calendar year. This request will be valid through the next two regularly scheduled general elections for Federal office.

## CANDIDATE INFORMATION

### A. 2004 Elections — Federal and State Offices

Offices to be Elected	Terms of Office	Number of Seats
United States Representative in Congress	2 years	8
United States Senator	6 years	1
Corporation Commissioner	2 years ( <i>term ends January 1, 2007</i> )	1
Corporation Commissioner	4 years ( <i>terms end January 5, 2009</i> )	3
State Senator	2 years	30
State Representative	2 years	60

### B. Open Primary System

Arizona's Open Primary Law allows voters registered as independent, no party preference or members of a party without ballot recognition to vote in the partisan Primary of their choice of one of the recognized political parties. Ariz. Const., Art. VII, § 10. Only names of candidates of "recognized" parties appear on a Primary Election ballot. Voters registered in a recognized political party may vote only the Primary Election ballot for their political party. A.R.S. § 16-467(B).

Based on the specific language of the open primary provision of the Arizona Constitution and the statutes that implement it, the open primary provision does not extend to presidential preference elections.

Recognized parties are parties which have achieved Primary ballot status through the petition process pursuant to A.R.S. §§ 16-244, 16-801, 16-802, and 16-803 or by qualifying for continued representation on the Primary Election ballot through ballots cast or voter registration, as provided in A.R.S. § 16-804. New political parties' status will be determined by the petition process by April 20, 2004.

### C. Legal Requirements for Candidate Campaign Advertisements, Literature and Signs

"Disclosure" means disclosing who paid for the advertisement, literature or signs. For written materials, the disclosure must be printed "clearly and legibly in a conspicuous manner." For broadcast advertisements, the disclosure must be spoken. A.R.S. § 16-912(D). For advertisements broadcast on a telecommunications system, the written disclosure statement shall be printed in letter equal to or larger than four per cent of vertical picture height. A.R.S. § 16-912.01(E).

#### 1. When Disclosure is Required

Campaign literature or advertisements paid for by any political committee must disclose in the literature or advertisement:

- the words "paid for by" followed by
- the name on either the committee's:
  - Statement of Organization or
  - \$500 Threshold Exemption Statement
- *[see exceptions for candidate's signs and small items, discussed below]*

A.R.S. § 16-912(A).

If the literature or advertisements were paid for by a political committee as an *independent expenditure* [see A.R.S. § 16-901(14) for definition], the following must be disclosed:



**Arizona Secretary of State**

**Jan Brewer**

- the names and telephone numbers of the three political committees making the largest contributions to the political committee making the independent expenditure
- if an acronym is used to name a committee, the name of any sponsoring organization of the committee shall be printed or spoken

A.R.S. § 16-912(A) and (B).

## 2. When Disclosure is Not Required

Signs paid for by a *candidate's* own campaign committee are not required to include a disclosure statement. A.R.S. § 16-912(C).

Bumper stickers, pins, buttons, pens and similar small items that are too small to contain a disclosure of who paid for them are also exempt from the disclosure requirement. A.R.S. § 16-912(C).

The organizers of a separate segregated fund, set up pursuant to A.R.S. §§ 16-920 and 16-921, may solicit contributions from its members, employees, stockholders, etc., without a disclosure of who paid for the solicitation. A.R.S. § 16-912(C).

## 3. Criminal Penalties

It is a Class 2 misdemeanor to remove, alter, deface or cover any candidate's political signs from 45 days before the Primary Election to 7 days after the General Election. Exception: If a sign is posted on private property, the property owner or an agent of the property owner is permitted to remove the signs at any time, regardless of whether previous permission was given to post the signs. A.R.S. § 16-1019.

➔ Disclosure laws differ for ballot measure committees. *See A.R.S. § 16-912.01.*

## Presidential Electors

The state chairman of a political party that is qualified for representation appoints candidates for the office of Presidential Elector equal to the number of United States Senators and Representatives in Congress from Arizona. Each candidate for the office of Presidential Elector shall file a nomination paper and affidavit of qualification at the same time other partisan candidates file their nomination papers.

### 1. Nomination Paper

Presidential Elector candidates must file a nomination paper giving the candidate's residence address, mailing address, political party and stating their candidacy for the office of Presidential Elector. The nomination paper should include the exact manner in which the candidate's name is to be printed on the official ballot, and the date of the General Election. A.R.S. §§ 16-311(G), 16-344.

### 2. Affidavit of Qualification

Presidential Electors file an affidavit including facts sufficient to show that the candidate resides in the state and will be qualified at the time of the election to hold the office of Presidential Elector. A.R.S. § 16-344(A).

➔ The Nomination paper and Affidavit of Qualification are combined in one document, which is available at the Secretary of State's Office.

## E. Forms Candidates Must File

Candidates must file required documents on time or their names will not appear on the ballot. A.R.S. §§ 16-311(H), 16-312(B), 16-341(I).

Candidates are prohibited from filing documents to run for more than one office at the same election if they cannot serve in both positions. A.R.S. § 38-296.01.

### 1. Candidate Nomination Petition

The nomination petition form is prescribed by statute and is available from the Secretary of State's Office. Nomination petitions may be circulated at any time during the election cycle. Signature requirements are determined after the voter registration figures on March 1 of the election year have been calculated.

The nomination petition caption must be in substantially the same language as the Secretary of State's sample petition forms. A photograph of the candidate may appear on the nomination petition. The signature portion, circulator instructions and statement must be in the form provided by law. A.R.S. § 16-314.

a. Circulators

Nomination petition circulators must be eligible to register to vote. A.R.S. §§ 16-315(B), 16-321(B). They are not required to be registered, a member of the candidate's political party or a voter in the district the candidate proposes to represent.

b. Signers

Individuals who sign partisan nomination petitions must be qualified to vote for the candidate. A.R.S. § 16-322. Individuals who are eligible to vote for the candidate include voters who are registered as:

- members of the candidate's political party
- independents
- no party preference
- members of political parties that are not qualified for representation on the ballot.

A.R.S. § 16-314(C).

## 2. Nomination Paper

The candidate's nomination paper, affidavit of qualification and campaign finance laws statement are combined in one document, which is available at the Secretary of State's Office or the county elections office. A similar form for federal candidates is available from the Secretary of State's Office.

A Primary Election candidate must file a nomination paper at the time of filing nomination petitions. The nomination paper must state the candidate's actual residence address or description of location, mailing address, political party, the office and district or precinct, the exact manner in which the candidate's name is to be printed on the official ballot, and the date of the Primary and General Elections. A candidate at the Primary Election for a political party must be a qualified elector of the political party. A.R.S. § 16-311(A)(B).

At the time of filing, a candidate for public office must be a qualified elector and must reside in the county, district or precinct that the candidate proposes to represent. Ariz. Const., Art. VII, § 15; A.R.S. § 16-311(A).

A candidate's name, as it appears on the official ballot, is limited to the candidate's surname (last name) and given name or names (first name). Abbreviated versions of names, initials or nicknames are permissible. Quotation marks are permitted. A nickname may not suggest reference to professional, fraternal, religious or military titles. The candidate's last name is printed first. A.R.S. § 16-311(G).

## 3. Affidavit of Qualification

A candidate must file with the nomination paper an Affidavit of Qualification printed on a form prescribed by the Secretary of State. The affidavit must include facts sufficient to show that, other than the residency requirement, the candidate will be qualified at the time of election to hold the office sought. A.R.S. § 16-311 (D).

## 4. Campaign Finance Laws Statement

Candidates must sign and file a statement that they have read all applicable laws relating to campaign financing and reporting. This requirement does not apply to candidates for federal office. A.R.S. § 16-905 (K)(5).

## 5. Financial Disclosure Statement



At the time the nomination papers are filed, a candidate for public office must file a personal financial disclosure statement on a form prescribed by the Secretary of State. A.R.S. § 38-542.

**“Public Officer”** means a member of the Legislature and any judge of the court of appeals and the superior court, or a person holding an elective office, the constituency of which embraces the entire geographical limits of the state of Arizona. Candidates for federal offices are exempt from compliance with Arizona’s campaign finance and personal financial disclosure requirements. A.R.S. § 38-541(8).

#### 6. Optional Statement on Recall (Federal Candidates Only)

Prior to a Primary or other election, candidates for the office of United States Senator or Representative in Congress have the option of filing with the Secretary of State a statement addressed to the people of the state agreeing to resign if not re-elected on a recall vote. The Secretary of State shall give the statement to the public press. A.R.S. § 19-221.

#### F. Signature Requirements for Candidates

Signature requirements for candidates are based upon the number of registered voters on March 1, 2004. A.R.S. § 16-322(B).

➔ Signature requirements will be posted on the Secretary of State’s Web site, [www.sos.state.az.us](http://www.sos.state.az.us), sometime after March 1, 2004, after the Secretary of State’s Office receives the final voter registration numbers from all 15 counties.

##### 1. Recognized Parties’ Candidates

The signature requirement is based on a percentage of voters registered in the applicable district in the candidate’s party as reported pursuant to A.R.S. § 16-168(G). A.R.S. § 16-322.

- Candidates for the offices of United States Senator or for a statewide office must submit signatures equal to at least 1/2 of 1 percent of the qualified registered voters in at least three counties in the state, but not less than 1/2 of 1 percent nor more than 10 percent of the voter registration of the candidate’s party in the state.
- Candidates for United States Representative in Congress must submit signatures equal to at least 1/2 of 1 percent of the qualified registered voters, but not more than 10 percent of the total voter registration of the candidate’s party in the congressional district.
- Candidates for the office of State Representative or State Senator must submit signatures equal to at least 1 percent of eligible voters, but not more than 3 percent of the voter registration of the candidate’s party in the legislative district.
- Candidates for a statewide office, the office of State Representative and State Senator may obtain signatures from qualified registered voters who are registered as no party preference or independent, or who are registered with a party that is not qualified for representation on the ballot.

Signature requirements for other offices are found in A.R.S. § 16-322.

##### 2. New Parties’ Candidates

The signature requirement for new party candidates is at least 1/10 of 1 percent (.01 percent) of the total vote for the winning candidate for Governor or winning candidates for Presidential Electors at the last General Election within the district. A.R.S. § 16-322(C).

##### 3. Independent or Third Party Candidates

The signature requirement is 3 percent of the qualified electors of the state, county, subdivision or district for which the candidate is nominated. The petition may be signed by any qualified elector — regardless of political party affiliation — who has not signed a nomination petition of another candidate for the office to be voted for at the Primary Election. A.R.S. § 16-341(C).

The percentage necessary to sign the nomination petition shall be determined by the total number of registered voters from other than members of a political party that is qualified to be represented by an official party ballot at the next ensuing Primary Election and accorded representation on the General Election ballot at the last General Election. A.R.S. § 16-341(F).

#### G. Deadline to File Nomination Papers

All candidates who desire to have their names printed on the Primary and/or General Election ballots must file the required forms between May 10, 2004 and June 9, 2004 at 5:00 p.m. This deadline applies to candidates who are registered members of parties that hold Primary Elections, candidates from other parties and candidates who run as independents whose names appear only on the General Election ballot. A.R.S. §§ 16-311, 16-341.

## H. Justices of the Supreme Court and Judges of the Court of Appeals Deadline to File for Retention

Justices and judges who desire to be retained in office must file a declaration of their intent with the Secretary of State's Office between August 4, 2004 and September 3, 2004. Justices and judges must also file a personal financial disclosure statement and candidates for Superior Court in counties having a population of less than 250,000 persons must also file a statement that they have read Arizona's campaign finance laws. Ariz. Const. Art. VI, § 38; A.R.S. § 38-542.

## I. Where to File Nomination Papers

Candidates for the offices of United States Senator, United States Representative in Congress, Governor, Secretary of State, Attorney General, State Treasurer, Superintendent of Public Instruction, Corporation Commissioner, State Mine Inspector, State Senator and State Representative file their nomination papers with the Office of the Secretary of State. A.R.S. § 16-311.

Candidates for Superior Court Judge, county, district and precinct offices file with the County Election Official in the appropriate county. County Election Officials are listed on page 21 of this booklet.

## J. Write-in Candidates

### 1. Filing Requirements

No later than 40 days prior to the Primary or General Election, a write-in candidate must file all the documents that are required for other candidates, except nomination petitions. Candidates for federal offices are exempt from compliance with Arizona's campaign finance and personal financial disclosure requirements. A.R.S. §§ 16-312, 38-541(8).

Only candidates who file complete, timely documents will be considered "official write-in candidates." Only official write-in candidates will have their names posted in the polling places and their votes counted. A.R.S. § 16-312(C).

### 2. Number of Votes Required for Election

A write-in candidate for a party entitled to continued representation on the ballot will not be issued a certificate of nomination unless the candidate receives a number of votes equivalent to at least the same number of signatures required by A.R.S. § 16-322 for nominating petitions for the same office. A.R.S. § 16-645(E).

A write-in candidate for a new party will not be issued a certificate of nomination unless the candidate receives a plurality of the votes of the party for the office sought. A.R.S. § 16-645(D).

### 3. Ineligibility

A person cannot run as a write-in candidate in the General Election if the person ran for the same office in the Primary Election and failed to be nominated A.R.S. § 16-312(D).

A candidate whose nomination petitions are successfully challenged for lack of a sufficient number of signatures cannot run as a write-in candidate for the same office in the Primary or General Election in the same year. A.R.S. § 16-312(D).

Primary Election Deadline for Write-in Candidates:  
General Election Deadline for Write-in Candidates:

July 29, 2004 at 5:00 p.m.  
September 23, 2004 at 5:00 p.m.





**CANDIDATE QUALIFICATIONS****A. Federal Candidates**

<b>Offices</b>	<b>Qualifications</b>
United States Senator	United States citizen for at least 9 years At least 30 years of age Inhabitant of Arizona when elected
United States Representative in Congress	United States citizen for at least 7 years At least 25 years of age Inhabitant of Arizona when elected

**B. Statewide and Legislative Candidates**

<b>Office</b>	<b>Qualifications</b>
Governor* Secretary of State* State Treasurer* Superintendent of Public Instruction*	United States citizen for 10 years Arizona resident for 5 years At least 25 years of age
Attorney General*	United States citizen for 10 years Arizona resident for 5 years At least 25 years of age
Corporation Commissioner	United States citizen Arizona resident At least 18 years of age <b>See also A.R.S. § 40-101 prohibiting interests in corporations subject to regulation</b>
State Mine Inspector*	United States citizen Arizona resident for 2 years At least 30 years of age <b>See also A.R.S. § 27-121 requiring 4 years experience in underground mining and 3 additional years experience as set out in statute</b>
State Senator State Representative	United States citizen Arizona resident for 3 years County of candidacy resident for 1 year At least 25 years of age

\* This office will not be on the ballot until the year 2006.

**INITIATIVE AND REFERENDUM MEASURES****Arizona Constitution, Article IV, Part 1; Arizona Revised Statutes, Title 19**

Any political committee that intends to accept contributions or make expenditures of more than \$500 supporting or opposing an initiative or referendum shall file a Statement of Organization with the filing officer BEFORE:

1. accepting contributions
2. making expenditures
3. distributing any campaign literature
4. circulating petitions

**OR**

Any political committee that intends to accept contributions or make expenditures of \$500 or less supporting or opposing an initiative or referendum shall file a \$500 Threshold Exemption Statement with the filing officer BEFORE:

1. accepting contributions
2. making expenditures
3. distributing any campaign literature
4. circulating petitions

A political committee that has filed a \$500 Threshold Exemption Statement and receives contributions or makes expenditures of more than \$500 shall file a Statement of Organization with the filing officer within 5 business days after exceeding the \$500 limit.

A.R.S. § 16-902.01.

**A. Initiative**

Arizona's registered voters may propose new laws, amend existing laws or propose constitutional amendments through the initiative petition process. Before the petition is printed and signatures collected, an application for a petition serial number along with a 100-word description and the complete text of the measure must be filed with the Secretary of State on a prescribed form. A.R.S. §§ 19-102, 19-111. Signatures obtained before the filing of the committee's statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. A.R.S. §§ 19-111(C), 19-114(B).

If the proponents file sufficient signatures on the initiative petitions, the measure will be placed on the ballot to be voted upon by the people at the next General Election. Forms, sample petitions and Arizona Revised Statutes, Title 19 (the laws that govern the initiative process), are available upon request from the Secretary of State's Office.

**Number of Signatures Required:**

Initiative Measure 122,612

Constitutional Amendment 183,917

**Filing Deadline:**

July 1, 2004 at 5:00 p.m.

**B. Referendum**

Arizona's registered voters may circulate a petition to refer to the voters a measure or part of a measure passed by the Legislature. An application for a referendum petition serial number along with a 100-word description and a copy of the measure must be filed with the Secretary of State before the circulation of the petition. A.R.S. §§ 19-101, 19-111. Signatures obtained prior to the filing of the committee's statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. A.R.S. §§ 19-111(C), 19-114(B).



If the proponents file sufficient signatures on the initiative/referendum petitions, the measure will be placed on the ballot to be voted upon by the people at the next General Election. Forms, sample petitions and Arizona Revised Statutes, Title 19 (the laws that govern the referendum process), are available upon request from the Secretary of State's Office.

Number of Signatures Required: 61,306

**Filing Deadline:** 90 days after *sine die* — the close of the legislative session at which the measure was passed — at 5:00 p.m.

**C. Ballot Measure Arguments**

Any person or organization may file an argument advocating or opposing a measure referred to the ballot by initiative or referendum petition or by the Legislature. The arguments for and against each measure will be included in the Publicity Pamphlet published and distributed by the Secretary of State before the statewide General Election. The deadline for filing arguments is 60 days before the Primary Election. A.R.S. § 19-124.

Each argument must:

not exceed 300 words in length

contain the *original* signature of each person sponsoring it

if sponsored by an organization, contain the *original* signatures of two executive officers

if sponsored by a political committee, contain the *original* signatures of the committee's chairman or treasurer

provide the residence or post office address and telephone number of each person signing the argument

be accompanied by a fee set by the Secretary of State

**Argument Filing Deadline:**

**July 9, 2004 at 5:00 p.m.**

## Presidential Preference Election

February 3, 2004

### Filing Information and Important Dates

#### Filing Period

The filing period for candidates in the Presidential Preference Election began on November 25, 2003 and ended December 24, 2003 at 5:00 p.m. Candidates seeking nomination filed a nomination paper with the Secretary of State's Office. [Based on Attorney General Opinion I95-014 (R95-041), the Secretary of State will disregard A.R.S. § 16-242(C) in determining candidate qualification for the presidential preference election.]

#### Drawing by Lot

Pursuant to A.R.S. 16-245(B).... "the order of the names of certified candidates on the ballot shall be determined by lots drawn at a public meeting called by the secretary of state for that purpose."

The public meeting to draw the ballot order for the presidential preference election was held on December 26, 2003 at 10:00 a.m. in the Secretary of State's Conference room on the 7th floor at 1700 W. Washington Street, Phoenix, Arizona. Candidates and/or their representatives were invited to attend the ballot order drawing.

#### Who may vote?

The only party participating in the presidential preference election was the Democratic Party. The "Open Primary" provision does not apply to the presidential preference elections. Only people who were registered in the Democratic Party were able to vote in the presidential preference election. [See Attorney General Opinion No. I99-025 (R99-049)]

#### Canvass

The official statewide canvass of the presidential preference election was held on Monday, February 16, 2004 at 3:00 p.m.



## COUNTY RECORDERS

Margaret Coalter  
Apache County Recorder  
PO Box 425  
St. Johns, Arizona 85936-0425  
PHONE 928/337-7516  
FAX 928/337-7676  
TDD 928/337-4402  
e-mail [Mcoalter@co.apache.az.us](mailto:Mcoalter@co.apache.az.us)

Christine Rhodes  
Cochise County Recorder  
PO Box 184  
Bisbee, Arizona 85603-0184  
PHONE 520/432-8354  
FAX 520/432-8368  
TDD 520/432-8360  
e-mail [sgruhn@co.cochise.az.us](mailto:sgruhn@co.cochise.az.us)

Candace D. "Candy" Owens  
Coconino County Recorder  
110 East Cherry Avenue  
Flagstaff, Arizona 86001-4696  
PHONE 928/779-6585  
FAX 928/779-6739  
TDD 928/226-6073  
e-mail [cowens@co.coconino.az.us](mailto:cowens@co.coconino.az.us)

Linda Haught Ortega  
Gila County Recorder  
1400 East Ash Street  
Globe, Arizona 85501-1496  
PHONE 928/425-3231 Ext. 8730  
FAX 928/425-9270  
TDD 928/425-0839  
e-mail [lortega@co.gila.az.us](mailto:lortega@co.gila.az.us)

Wendy John  
Graham County Recorder  
921 Thatcher Blvd.  
Safford, Arizona 85546-2858  
PHONE 928/428-3560  
FAX 928/428-5951  
TDD 928/428-3562  
e-mail [wjohn@graham.az.gov](mailto:wjohn@graham.az.gov)

Berta Manuz  
Greenlee County Recorder  
PO Box 1625  
Clifton, Arizona 85533-1625  
PHONE 928/865-2632  
FAX 928/865-4417  
TDD 928/865-2632  
e-mail [Bmanuz@co.greenlee.az.us](mailto:Bmanuz@co.greenlee.az.us)

Patricia "Pat" Wall  
La Paz County Recorder  
1112 Joshua Avenue, Suite 201  
Parker, Arizona 85344-5755  
PHONE 928/669-6136  
FAX 928/669-5638  
TDD 928/669-8400  
e-mail [pwall@co.la-paz.az.us](mailto:pwall@co.la-paz.az.us)

Helen Purcell  
Maricopa County Recorder  
111 South 3rd Avenue, #103  
Phoenix, Arizona 85003-2225  
PHONE 602/506-1511  
FAX 602/506-3069  
TDD 602/506-2348  
e-mail [www.recorder.maricopa.gov](http://www.recorder.maricopa.gov)

Joan McCall  
Mohave County Recorder  
PO Box 70  
Kingman, Arizona 86402-0067  
PHONE 928/753-0701  
FAX 928/753-0727  
TDD 928/753-0769  
e-mail [joan.mccall@co.mohave.az.us](mailto:joan.mccall@co.mohave.az.us)

Laurette Justman  
Navajo County Recorder  
PO Box 668  
Holbrook, Arizona 86025-0668  
PHONE 928/524-4192  
FAX 928/524-4308  
TDD 928/524-4294  
e-mail [laurie.justman@co.navajo.az.us](mailto:laurie.justman@co.navajo.az.us)

F. Ann Rodriguez  
Pima County Recorder  
115 North Church  
Tucson, Arizona 85701-1199  
PHONE 520/740-4330  
FAX 520/623-1785  
TDD 520/740-4320  
e-mail [fann@recorder.co.pima.az.us](mailto:fann@recorder.co.pima.az.us)

Laura Dean-Lytle  
Pinal County Recorder  
PO Box 848  
Florence, Arizona 85232-0848  
PHONE 520/866-7101  
FAX 520/866-7170  
TDD 520/866-7166  
e-mail [laura.dean-lytle@co.pinal.az.us](mailto:laura.dean-lytle@co.pinal.az.us)

Suzanne "Suzie" Sainz  
Santa Cruz County Recorder  
2150 North Congress Drive  
Nogales, Arizona 85621-1090  
PHONE 520/375-7990  
FAX 520/761-7938  
TDD 520/761-7816  
e-mail [Ssainz@co.santa-cruz.az.us](mailto:Ssainz@co.santa-cruz.az.us)

Patsy C. Jenney-Colón  
Yavapai County Recorder  
1015 Fair Street, Rm # 228  
Prescott, Arizona 86305-1852  
PHONE 928/771-3248  
FAX 928/771-3258  
TDD 928/771-3530  
e-mail [patsy.jenney-colon@co.yavapai.az.us](mailto:patsy.jenney-colon@co.yavapai.az.us)

Susan Hightower Marler  
Yuma County Recorder  
410 South Maiden Lane  
Yuma, Arizona 85364-2311  
PHONE 928/373-6034  
FAX 928/373-6024  
TDD 928/373-6033  
e-mail [suma@admin.co.yuma.az.us](mailto:suma@admin.co.yuma.az.us)

## ARIZONA COUNTY ELECTION OFFICIALS

Penny Pew, Director  
Apache County Elections  
PO Box 428  
St. Johns, Arizona 85936  
Phone 928/337-7537  
FAX 928/337-2003  
e-mail [ppew@co.apache.az.us](mailto:ppew@co.apache.az.us)

Thomas Schelling, Elections Officer  
Cochise County Elections  
PO Box 223  
Bisbee, Arizona 85603  
Phone 520/432-9236  
FAX 520/432-9349  
e-mail [tschelling@co.cochise.az.us](mailto:tschelling@co.cochise.az.us)

Patty Hansen, Election Administrator  
Coconino County Elections  
110 East Cherry Avenue  
Flagstaff, Arizona 86001  
Phone 928/779-6589  
FAX 928/779-6739  
e-mail [phansen@co.coconino.az.us](mailto:phansen@co.coconino.az.us)

Dixie Mundy, Director  
Gila County Elections  
1400 East Ash Street  
Globe, Arizona 85501  
Phone 928/425-3231 Ext. 8708  
FAX 928/425-0319  
e-mail [dmundy@co.gila.az.us](mailto:dmundy@co.gila.az.us)

Judy Dickerson, Elections Officer  
Graham County Elections  
921 Thatcher Blvd  
Safford, Arizona 85546  
Phone 928/428-3250  
FAX 928/428-5951  
e-mail [jdickerson@graham.az.gov](mailto:jdickerson@graham.az.gov)

Yvonne Pearson, Election Director  
Greenlee County Elections  
PO Box 908  
Clifton, Arizona 85533  
Phone 928/865-2072  
FAX 928/865-4417  
e-mail [ypearson@co.greenlee.az.us](mailto:ypearson@co.greenlee.az.us)

Donna J. Hale, Clerk  
La Paz County Board of Supervisors  
1108 Joshua Avenue  
Parker, Arizona 85344  
Phone 928/669-6115  
FAX 928/669-9709  
e-mail [dhale@co.la-paz.az.us](mailto:dhale@co.la-paz.az.us)

Karen Osborne, Director  
Maricopa County Elections  
111 South 3rd Avenue #102  
Phoenix, Arizona 85003  
Phone 602/506-1511  
FAX 602/506-3069  
e-mail [www.recorder.maricopa.gov](http://www.recorder.maricopa.gov)

Allen Tempert, Election Director  
Mohave County Elections  
PO Box 7000  
Kingman, Arizona 86402  
Phone 928/753-0733  
FAX 928/753-2605  
e-mail [allen.tempert@co.mohave.az.us](mailto:allen.tempert@co.mohave.az.us)

Navajo County Elections  
PO Box 668  
Holbrook, Arizona 86025  
Phone 928/524-4062  
FAX 928/524-4048  
e-mail [mary.kelley@co.navajo.az.us](mailto:mary.kelley@co.navajo.az.us)

Brad R. Nelson, Election Director  
Pima County Elections  
130 West Congress Street, 8th Floor  
Tucson, Arizona 85701  
Phone 520/740-4260  
FAX 520/620-1414  
e-mail [bnelson@exchange.co.pima.az.us](mailto:bnelson@exchange.co.pima.az.us)

Gilberto Hoyos, Director  
Pinal County Elections  
PO Box 1592  
Florence, Arizona 85232-1592  
Phone 520/866-6237  
FAX 520/866-6996  
e-mail [gilbert.hoyos@co.pinal.az.us](mailto:gilbert.hoyos@co.pinal.az.us)

Melinda Meek, Clerk  
Santa Cruz County Board of Supervisors  
2150 North Congress Drive  
Nogales, Arizona 85621  
Phone 520/375-7808  
FAX 520/761-7843  
e-mail [Mmeek@co.santa-cruz.az.us](mailto:Mmeek@co.santa-cruz.az.us)

Sharon R. Keene-Wright, Director  
Yavapai County Elections  
1015 Fair Street, Rm # 228  
Prescott, Arizona 86305  
Phone 928/771-3250  
FAX 928/771-3446  
e-mail [sharon.keene-wright@co.yavapai.az.us](mailto:sharon.keene-wright@co.yavapai.az.us)

Sharyn Runyen, Elections Officer  
Yuma County Elections  
198 South Main Street  
Yuma, Arizona 85364  
Phone 928/373-1014  
FAX 928/373-1154  
e-mail [shru@admin.co.yuma.az.us](mailto:shru@admin.co.yuma.az.us)



## CANDIDATE FILING CHECK-LIST

☐ A Political Committee **Statement of Organization** or **\$500 Threshold Exemption Statement** must be filed **BEFORE** accepting contributions, making expenditures, distributing campaign literature or circulating petitions.

The candidate filing period for all other documents begins **May 10, 2004 at 8:00 a.m.** and ends **June 9, 2004 at 5:00 p.m.** Candidates (or their representatives) must present ALL of the necessary paperwork at one time. Candidates will be taken on a first-come, first-served basis. The Secretary of State's staff processes all nominating papers presented before 5:00 p.m. the same day they are brought in. Please be prepared to wait into the evening, if necessary. Avoid the wait by filing early in the candidate filing period.

1. **Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement**

(All three of these are on the same one-page form)

- ☐ Make sure to answer every question and fill in every blank.
- ☐ Write the candidate's name exactly how he or she wants it to be printed on the ballot.  
The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
- ☐ The candidate must sign the form and have the signature notarized\*

2. **Financial Disclosure Statement**

- ☐ Covers 12-month period preceding the filing (This is a different time period from the public officer filing in January)
- ☐ The candidate must sign the form and have the signature notarized\*
- ☐ Candidates for federal offices are exempt from compliance with Arizona's personal financial disclosure requirements. A.R.S. § 38-541(8)

3. **Nomination Petitions**

- ☐ The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. If there are too few, the Secretary of State cannot accept the nomination papers.
- ☐ Check to see that the circulator portion on the back of each petition is complete:
  - ☐ Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
  - ☐ Did the circulator sign the back of each petition?
- ☐ Check to see that the signature portion of each petition is complete:
  - ☐ Is there a date for each signature?
  - ☐ Is there an actual residence address including city or town, or a description of the residence location, for each signature?
- ☐ Please sort the petitions by county. Statewide candidates must file the minimum number of signatures required statewide, AND the minimum number of signatures required in at least 3 counties.

4. **Statement of Organization OR \$500 Threshold Exemption Statement.**

If it has not already been filed, a Statement of Organization registering the *candidate's campaign committee* OR a \$500 Threshold Exemption Statement must be filed at the time of filing nomination papers or the other documents cannot be accepted. If the candidate has an exploratory committee open at the time of filing, then the candidate, chairman and treasurer must file an amended Statement of Organization to change the committee to a candidate's campaign committee.

**Optional Paperwork - Statement on Recall:** This is an optional form that federal candidates may file.

\* The Secretary of State's staff will notarize forms, free of charge, if the signer presents picture identification. Blank forms are available at the Secretary of State's Office.

---

## 2004 CAMPAIGN FINANCE REPORTING DATES CHECK-OFF LIST

### pursuant to A.R.S. §§ 16-913(B),(C) and 16-916(D)

All committees must file reports ELECTRONICALLY using software provided by the Secretary of State's Office. A.R.S. § 16-958(E). There is no fee for the software.

Use the following check-off list to mark reports as you file them during the election year:

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> January 31 report   | Due between Jan. 1 and Feb. 2, 2004   |
| <input type="checkbox"/> June 30 report      | Due between June 1 and June 30, 2004  |
| <input type="checkbox"/> Pre-Primary report  | Due between Aug. 19 and Aug. 26, 2004 |
| <input type="checkbox"/> Post-Primary report | Due between Sept. 28 and Oct. 7, 2004 |
| <input type="checkbox"/> Pre-General report  | Due between Oct. 14 and Oct. 21, 2004 |
| <input type="checkbox"/> Post-General report | Due between Nov. 23 and Dec. 2, 2004  |
- ☐ Additional reports may be required by the Citizens Clean Elections Act. The Citizens Clean Elections Commission may be reached at (602) 364-3477 or [www.ccec.state.az.us](http://www.ccec.state.az.us).
- ☐ Committees which have registered as STANDING POLITICAL COMMITTEES will file additional reports according to a schedule provided at the time of filing.

#### Federal Candidates

Federal candidates should contact the Federal Elections Commission at 1-800-424-9530 or visit the Commission's Web site at [www.fec.gov](http://www.fec.gov) for further information regarding federal campaign finance reporting requirements and other federal reporting requirements.









## Candidates and Political Committees Handbook

*A publication of the Arizona Secretary of State's Office*

Publication updated 03-01-04